

# **SCHOOL DISCIPLINE DATA REPORTING INSTRUCTION MANUAL**

**For School Year 2008-2009**

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**April 2009**

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# SCHOOL DISCIPLINE DATA REPORTING APRIL 2009

## GENERAL INSTRUCTIONS

**Reporting Period:** July 1, 2008, through June 30, 2009

**Due Date:** June 30, 2009

**Reporting Entities:** Every public school in each public school district in the state, including publicly funded schools must submit a completed report.

**Data To Be Reported:** Any incident that takes place during the reporting period that:

- results in an out-of-school suspension or expulsion, regardless of the length of time, for any enrolled student; or
- results in an in-school suspension for a student with disabilities (the student must be receiving special education services in accordance with an individualized education program [IEP]); or
- involves weapons, drugs, or violence in which the perpetrator is a nonstudent (someone not enrolled in the school such as a former student who has graduated or dropped out, or someone unknown to the school)

**Electronic Submission:** All reporting entities are strongly encouraged to report electronically over the Internet. The application opened November 3, 2008, and will remain open through June 30, 2009. Data may be entered at any time during that time period. User name and password (mailed to district superintendents or authorized representatives in mid-June 2008) are required to access the application. Instructions for electronic data entry start on Page 3.

**School Discipline Data Collection Web Page:** All information, resources, instructions, etc., relating to the school discipline data collection can be found on a dedicated Web page at the OPI Website; the address is:  
<http://www.opi.mt.gov/schooldisciplinedc/index.html>. Use this page to access the instruction manual, worksheets for both out-of-school suspensions/expulsions and in-school suspensions for students with disabilities, and training video. The Web page will also provide updates on the status of the data collection, problems with the application, new reports, etc.

It is important that you view the training video, found on the Web site, for information on new data elements in the application. The training video has chapters that allow you to select a specific topic.

**Contacts at the OPI:** Marion Erp: 406-444-1951, [merp@mt.gov](mailto:merp@mt.gov)  
Anne Rainey: 406-444-5661, [ARainey@mt.gov](mailto:ARainey@mt.gov)

## INFORMATION ON IN-SCHOOL SUSPENSIONS

**In-School Suspensions** of all students with disabilities for the 2008-2009 school year (students with disabilities means students who are receiving special education and related services in accordance with an active IEP).

This federal reporting requirement is being implemented in accordance with instructions from the U.S. Department of Education, Office of Special Education Programs.

### Federal Definition of In-School Suspension:

Instances in which a child is temporarily removed from his/her regular classroom(s) for disciplinary purposes but remains under the direct supervision of school personnel. Direct supervision means school personnel are physically in the same location as students under their supervision.

### Data Elements to be Reported for In-School Suspension:

- Unique student identifier (the student's state ID from the AIM system)
- Race/ethnicity
- Gender
- Grade level – **NEW THIS YEAR**
- Limited English Proficiency (LEP) status
- Length of removal in school days (percentage of a day)
- Disability codes (all disability codes that apply)



**NEW!**

If a school has no in-school suspensions to report for students with disabilities, no action is necessary on the In-School Suspension data entry screen. However, if a school has no out-of-school suspensions/expulsions to report, the "No Incidents Reported" box must be checked on the Out-Of-School Susp/Exp data entry screen.

Go to page 12 for instructions on electronic data entry of in-school suspension and Appendix B, Page 27, for general instructions and definitions.

# Electronic Data Entry and Submission

## School Year 2008-2009

### IMPORTANT POINTS

- ✓ **NEW THIS YEAR:** A new security screen has been added to the application which requires the User Name and Password sent to you by OPI last October. The extra level of security protects the privacy of the student identified by his 9-digit state AIM identification number now being used for the student perpetrator.
- ✓ The reporting of **In-School Suspension data** on **students with disabilities** continues this year. See Page 27 for general information and definitions and Page 12 for instructions on the electronic application.
- ✓ The electronic school discipline data collection application **opened for data entry on November 3, 2008.**
- ✓ **Visit the School Discipline Web Page** as a single point of contact for current information about the data collection. All technical assistance features/documents can be found here. The page is updated as necessary throughout the reporting period. A direct Web address for the page is: <http://www.opi.mt.gov/schooldisciplinedc/index.html>
- ✓ Data entry of school discipline data may occur over the course of the school year. **The application will remain open until the due date of June 30, 2009.** This will allow schools to enter data at any time between November 3, 2008 and June 30, 2009. However, **submittal of data** by a school to the school district or by the school district to the OPI **will not be available until May 15, 2009.**
- ✓ **The data entry screen for out-of-school suspensions and expulsions in the application has added grade level as an additional data point.** There is a new menu option for the reporting of grade level PK through Grade 12.
- ✓ The application is structured so that a school district may enter data for its individual schools or if the district prefers, each of the schools in the district may enter data and submit to the district. However, **the district must do the final submittal at the district level for the data to be submitted to the OPI.** Failure to submit at the district level will result in an incomplete report.
- ✓ **Any report in the application may be saved as a PDF document to the user's C: drive and printed from there.** A user may also print directly from the Citrix application; however, this may present problems if the user's printer is not recognized by the application. The PDF document gives the user a permanent electronic copy of each report. See instructions on Page 14.
- ✓ **Prior to submitting data, a final report must be printed and reviewed to ensure accuracy of the data.** When a district performs the submit process, the district is certifying that the data are correct as submitted.
- ✓ **If you have questions,** please contact Marion Erp (444-1951, [merp@mt.gov](mailto:merp@mt.gov)) or Anne Rainey (444-5661, [ARainey@mt.gov](mailto:ARainey@mt.gov)).

This section provides comprehensive instructions on entering data and submitting completed reports. If you need instructions on how to access the application, see Appendix E, Page 33.

## School Discipline Data Collection

This is the first screen you will see in the School Discipline Data Collection Application.

Welcome to the School Discipline Data Collection System

**OPI** Office of Public Instruction  
*School Discipline Data Collection Program*

**Welcome:** Conrad Elem (le0674)  
**User Level:** District level user (DISTRICT)

**Tip of the Day:**

WELCOME to the School Discipline Data Collection application for school year 2008-09. The application opened on November 3 and will remain open until the due date of June 30, 2009. The submittal process will be available after May 15, 2009.

NEW THIS YEAR: The application has added a grade level requirement for student perpetrators, PK-Grade 12. Also added is the requirement to use the 9-digit state student AIM identification number for the Perpetrator Identifier. As a result, we are adding another level of security, asking for an additional user name and password which will appear after this screen. These are available from Lisa Smith; see

Change Tip of The Day

Continue Exit Program

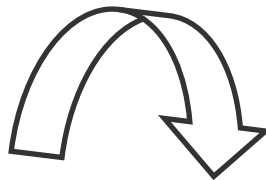
Your user level is described on this screen (DISTRICT or SCHOOL).

Be sure to read the Tip of the Day for helpful hints or changes to the application.

Click Continue to move to the next screen.

Click Exit Program to exit the program. NOTE: The Exit button on each screen will exit to the previous screen.

## NEW THIS YEAR!



## New Security Screen (next screen you will see):

frmGetPassword : Form

**Enter User Name:**

**Enter Password:**

Login Exit

For assistance with your School Discipline user name or password, please contact one of the people listed below.

Marion Erp - 406-444-1951 or Anne Rainey - 406-444-4430

Enter the User Name and Password that was sent to you by Lisa Smith in October.

Click Login to get into the application. NOTE: The Exit button on each screen will exit to the previous screen.

## Main Menu Screen

When you log in, the application will identify you as a school district or a school based on your user name and password. As a school district, you will have the ability to enter data for all schools in your district. As a school you may enter data for your school only.

The buttons on the left of the screen provide you with two options. Single click to select a button. The Data Entry button is always selected by default.

The white screen lists options available under each button.

If you've logged in as a district, select a school from the School drop-down menu.

Double click to choose a menu option from the list in the white screen (a single click will bring up a description of that option).

The Help button provides access to help options.

The Exit button exits the application.

## Out-of-School Susp/Exp Data Entry Screen

(Under the Data Entry button, double click the option Out-of-School Susp/Exp Data Entry Screen.) Use this screen to enter all incidents of out-of-school suspensions or expulsions or incidents involving nonstudents.

**School year** is set by default.

If you are logged in as a school, you may begin entering data. If you are logged in as a district, be sure the school you want to enter data for is selected from the School pull-down menu before you begin entering data.

The three tabs (**Incidents**, **Incident/Victim**, and **Perpetrators**) represent the three data entry screens. The **Incidents** tab (you see here) is always the first tab you see. You may move freely between tabs once the Incidents tab has been completed. To move from field to field, you may use the TAB key, ENTER key, or use your MOUSE.

Exit the data entry screen by clicking the Exit button.

If a school has **no incidents** that resulted in out-of-school suspensions or expulsions or non-student incidents to report, simply check the No incidents reported box.

There are two reports that may be viewed or printed at any time during the data entry process. These reports are available on all tabs:

Report by Entry is a report of each incident in the order in which it was entered into the application;

Report by Month is a report of each incident in order by the month it was reported in. Both contain the exact same data, just formatted differently. These reports may be viewed or printed at any time during the data entry process.

For more information on Reports, see Page 14.

**NOTE:** The district must still perform the submit process even if there are no incidents to report. See instructions for Submittal on Page 17.



## Incidents Tab

**Month:** Enter the month in which the incident occurred. Select from the pull-down menu or begin typing the name of the month. Validation Check: This field cannot be left blank.

The screenshot shows the 'Incidents' tab interface. At the top are three tabs: 'Incidents' (selected), 'Incident/Victim', and 'Perpetrators'. Below the tabs are three input fields: 'Month:' with a pull-down menu, 'Incident Description:' with a text box, and 'Location Code:' with a pull-down menu. A callout box points to the 'Incident Description' field with the text: 'Useful for identifying an incident. (if left empty, a unique number will be assigned)'. Below these fields is a table with the following data:

Month	IncidentDescription	LocationCodeName

Below the table is a checkbox labeled 'No incidents reported'. To the right of the table are two buttons: 'Add New Incident' (with a plus icon) and 'Delete Incident' (with a minus icon). At the bottom right are three buttons: 'Report By Entry (most recent 1st)', 'Report By Month (Jan- Dec)', and 'Exit' (with a right arrow icon). A callout box at the bottom left says: 'Use the "ADD..." buttons to enter additional incident codes, victim codes, disability codes or perpetrators.'

**Incident Description:** This optional field is for your convenience. Please see Page 20 for more detail on this data element. If the field is not filled in by the user, it will be automatically filled with a unique incident number.

**Location Code:** Type the code number or select from the pull-down menu. Validation Check: This field cannot be left blank and only one code may be entered. See Page 21 for more detail and definitions.

As incidents are entered and saved, they show in the white screen on this window.

The screenshot shows the 'Incidents' tab interface with a table containing three incidents:

Month	IncidentDescription	LocationCodeName
October	46630	On Campus
March	Disorderly Conduct	On Campus
January	Fighting	On Campus

Below the table is a checkbox labeled 'No incidents reported'. To the right of the table are two buttons: 'Add New Incident' (with a plus icon) and 'Delete Incident' (with a minus icon).

The Incident Description field shows for each incident listed on the white screen (along with the month field and location field) - this field may be useful for identifying a specific incident. Note that the three incidents reported here (to the left) show one incident with an auto-assigned number in the Incident Description, and the other two show short descriptions that make each incident more recognizable.

To add a new incident, click the Add New Incident button. (The cursor will be placed in the Month field to begin entering a new incident.)

To delete an entire incident, double click on the incident in the white screen to bring it up and click the Delete Incident button.

**NOTE:** In the course of entering an incident, if problems arise that create error messages and you cannot get out, click on the Incident Tab and delete the entire incident. You should then be able to re-enter the incident.

## Incident/Victim Tab

All Incident Codes and Victim Codes entered for the incident are listed in the white screens.

Incident Description: 46630

Incident Code: [Pull-down menu]

Codes: (Double-Click to Edit or Delete)

Incide	IncidentCodeName
1500	Disorderly Conduct

Add New Incident Code [Add button] Delete Incident Code [Delete button]

Victim Code: [Pull-down menu] # of Victims: [Text field]

Codes: (Double-Click to Edit or delete)

Code	# of Victims
700	0

Add New Victim Code [Add button] Delete Victim Code [Delete button]

Use the "ADD..." buttons to enter additional incident codes, victim codes, disability codes or perpetrators.

Report By Entry (most recent 1st) Report By Month (Jan- Dec) Exit

See Page 21 for more detail and definitions on incident codes and Page 23 for more detail and definitions on victim codes.

To delete an already existing Incident Code or Victim Code, double click on the code in the white screen to bring it up and press the corresponding Delete button.

To add an additional Incident Code or Victim Code, press the corresponding Add button.

### Incident Code:

Incident Code: [Pull-down menu]

Codes: (Double-Click to delete)

Code	Description	Weapon
11	Handgun	Weapon
12	Shotgun/Rifle	Weapon
13	Other Firearms	Weapon
20	Knife, Blade 2.5" or Greater	Weapon
96	Dangerous Weapon	Weapon
97	Other Weapons	Weapon
1300	Aggravated Assault (Battery)	Violence
1700	Fighting (Mutual Altercation)	Violence

Enter an Incident Code by typing in the code or selecting from the pull-down menu. Validation Check: This field cannot be left blank. Enter all that apply. See Page 21 for more detail and definitions.

### Victim Code: # of Victims:

Victim Code: [Pull-down menu] # of Victims: [Text field]

Code	Description
100	Student
200	School Personnel
500	Other
600	Non School Personnel
700	None

Enter a Victim Code by typing in the code or selecting from the pull-down menu. NOTE: Code 700 is used if there are no victims. Validation Check: This field cannot be left blank. If victim code 700 (No Victims) is entered, no additional victim codes may be entered. See Page 23 for more detail and definitions.

Number of Victims: Enter the number of victims that apply to each victim code entered. Validation Check: A number of victims must be entered for any victim code entered, except 700 (No Victims). Zero (0) will be entered by default if victim code is 700 (None).

## Perpetrators Tab

Enter at least one perpetrator for each incident. Complete all fields before adding another perpetrator. See Page 23 for more detail and definitions.

All perpetrators entered for an incident will be listed in the white screen.

To add another perpetrator for the same incident, after entering all data for the previous perpetrator, press the Add New Perpetrator button.

To delete an existing perpetrator, double click on the perpetrator in the screen to bring the record up and press the Delete Perpetrator button.

When all data for this incident have been completed, including all incident/victim data, click the Save Full Incident button to save the incident and return the user to the Incident tab to begin entering a new incident. This button may also be selected by pressing the Enter key after program status/disability codes have been entered. Validation checks built into the application will not allow the incident to be saved if there is missing data. Read any error messages carefully.

**NEW THIS YEAR!**

### Perpetrator Identifier:

Enter the unique identifier for the perpetrator (new this year: the student's 9-digit state ID from the AIM system). The perpetrator identifier must be used for all incidents (both in-school and out-of-school) the student is involved in. Validation Check: This field cannot

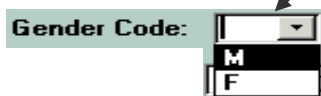
be left blank. If the perpetrator identifier has been used in previous incidents (in-school suspensions or out-of-school suspensions/ expulsions), then the perpetrator code, gender code, and race code will be prefilled. Program status code will also be prefilled (along with disabilities, if the student is a student with disabilities [program status code 12 or 12B]), but may be edited by the user. See Page 23 for more detail.

### Perpetrator Code:

Enter by either typing the perpetrator code number or selecting a code from the pull-down menu. Validation Check: This field cannot be left blank. For each perpetrator Identifier entered, there must be a perpetrator code entered. If the code entered is 640 (nonstudent) or 999 (unknown), then no additional data are required and all subsequent fields will be

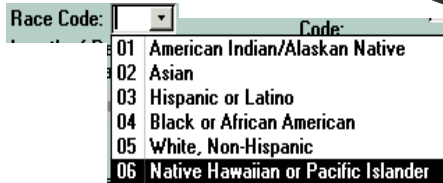
grayed out - the user may either click the Save Full Incident button (or press Enter) to save the incident or click the Add Perpetrator button to add another perpetrator. If the perpetrator is a student, all additional fields must be filled in. See Page 24 for more detail and definitions.

### Gender Code:



If the perpetrator is a student, enter the appropriate gender code by either typing the code or selecting from the pull-down menu. Validation Check: If the perpetrator is an enrolled student, this field cannot be left blank. See Page 24 for more detail.

### Race Code:



Code:	
01	American Indian/Alaskan Native
02	Asian
03	Hispanic or Latino
04	Black or African American
05	White, Non-Hispanic
06	Native Hawaiian or Pacific Islander

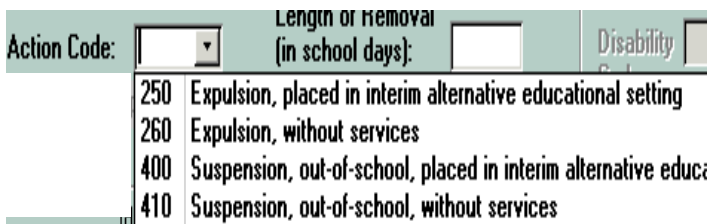
If the perpetrator is an enrolled student, enter the appropriate race code by either typing the code number or selecting the code from the pull-down menu. Validation Check: If the perpetrator is an enrolled student, this field cannot be left blank. Only one race code can be entered. See Page 24 for more detail and definitions.

### Grade:



If the perpetrator is an enrolled student, enter the appropriate grade by either typing the grade level or selecting the level from the pull-down menu. Validation Check: If the perpetrator is an enrolled student, this field cannot be left blank. Only one grade level can be entered.

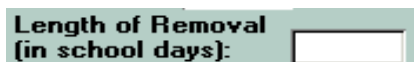
### Action Code:



Action Code:		Length or Removal (in school days):	Disability
250	Expulsion, placed in interim alternative educational setting		
260	Expulsion, without services		
400	Suspension, out-of-school, placed in interim alternative education		
410	Suspension, out-of-school, without services		

If the perpetrator is an enrolled student, enter the action code by either typing the code number or selecting from the pull-down menu. Validation Check: If the perpetrator is an enrolled student, this field cannot be left blank. Only one action code can be entered. See Page 24 for more detail and definitions.

### Length of Removal:



If the perpetrator is an enrolled student, enter the length of removal in school days that the student was suspended or expelled by typing the number (enter partial days as decimal). Validation Check: If the perpetrator is an enrolled student, this field cannot be left blank. See Page 25 for more detail.

### Expulsion/Suspension - Full Year/Shortened:



Expulsion/Suspension (Firearms Incidents Only)

☐ Full Year ☐ Shortened

If the perpetrator is an enrolled student, and the incident code indicates firearms were involved (incident code 11 [handgun], 12 [shotgun/rifle], or 13 [other firearms]), the application will select either Full Year or Shortened, based on the number of days entered in Length of Removal (above). The user may change the default entry. Validation Check: If the incident codes include at least one firearms code, then either Full Year or Shortened must be checked. See Page 25 for more information.

## Program Status Code:

Program Status	
11	Regular Education
11A	Regular Education with Section 504 Plan
11AB	Regular Education with both Section 504 Plan & Limited E
11B	Regular Education with Limited English Proficient
12	Special Education
12B	Special Education with Limited English Proficient

If the perpetrator is an enrolled student, enter the program status code by either typing the code number or selecting the code from the pull-down menu. Validation Check: If the perpetrator is an enrolled student, this field cannot be left blank. Only one code can be entered. See Page 26 for more detail and definitions.

## Disability Code:

Program Status Code: 12	
LD	
ED	Emotional Disturbance
HI	Hearing Impairment
LD	Learning Disability
OH	Other Health Impairment
OI	Orthopedic Impairment
SL	Speech/Language Imp
TB	Traumatic Brain Injury
VI	Visual Impairment

If the Program Status Code indicates special education (12 - Special Education, or 12B - Special Education with Limited English Proficient), enter all disability codes that apply either by typing the disability code letters or by selecting from the pull-down menu. Validation Check: If the program status code indicates special education, this field cannot be left blank. Enter all that apply. See Page 26 for a more detailed list of disability codes.

Disability Code: LD	
Disability:	CD
(Double - Click to Edit or delete)	
Add New Disability	Delete Disability

To delete an already existing disability code, double click on the code in the white screen to bring it up, and then click the Delete button.

To add another disability code, click the Add button.

When the Program Status code and any Disability Codes have been entered, the perpetrator data entry is complete. At this point, you will either click the Add Perpetrator button to add another perpetrator to this incident or, if all data have been completed for the incident, click the Save Full Incident button (or press the Enter key) to save the incident and either begin entering a new incident or exit the application.

**NOTE:** If you run into problems entering perpetrator information (recurring messages popping up or screen freezes), try deleting the perpetrator by clicking the Delete Perpetrator button and re-enter the perpetrator data. If the problems are still there, try deleting the entire incident from the Incident Tab and re-enter all data on the incident.

## In-School Suspension (Special Education Students Only) Data Entry Screen

This was a new reporting requirement last year. Data on any in-school suspensions of students with disabilities must be reported. If a school has no in-school suspensions of students with disabilities to report, disregard this part of the application. To access the data entry screen, double click the In-School Suspension (Spec Ed Students Only) Data Entry Screen option. **If there are no in-school suspensions to report for students with disabilities, disregard this screen.**

Double Click on the second menu item in the list: In-School Suspension (Spec Ed Students Only) Data Entry Screen.

### In-School Suspension Data Entry Screen

All data required are entered on this screen. Data are reported by student.

All students already entered are listed on the white screen.

To add a new student, click the Add New Student button.

To delete an already existing student, double click on the student record in the white screen to bring it up, and then click the Delete Student button.

As soon as the final field (Disability Code) has been entered for a student and the Enter button clicked, the record is saved.

There are two reports located at the bottom of the data entry screen that may be viewed or printed at any time:

Report by Student Identifier shows each incident in numerical order by Student Identifier.

Report by Entry shows each incident in the order in which it was entered into the application. Both contain the exact same data, just formatted differently. For more information on Reports, see Page 14.

#### Student Identifier:

Enter the unique identifier for the student (the student's 9-digit state ID from the AIM system). The student identifier must be unique to a student at a particular school and used for all incidents the student is

involved in. Validation Check: This field cannot be left blank, cannot be fewer than 9 digits, nor can it include letters. If the student has been involved in previous incidents (in-school suspensions or out-of-school suspensions/expulsions), then gender, and race fields will be prefilled. Disability code field will also be prefilled, but may be edited by the user. See Page 27 for more detail and definitions.

#### Gender Code:

Enter the appropriate gender code by either typing the code or selecting from the pull-down menu. Validation Check: This field cannot be left blank. See Page 27 for more detail.

#### Race Code:

Code	Description
01	American Indian/Alaskan Native
02	Asian
03	Hispanic or Latino
04	Black or African American
05	White, Non-Hispanic
06	Native Hawaiian or Pacific Islander

Enter the appropriate race code by either typing the code number or selecting the code from the pull-down menu. Validation Check: This field cannot be left blank. Only one race code can be entered. See Page 27 for more detail and definitions.

#### LEP:

Check this box IF the student fits the criteria for limited English proficient status. See Page 28 for more detail and definition.

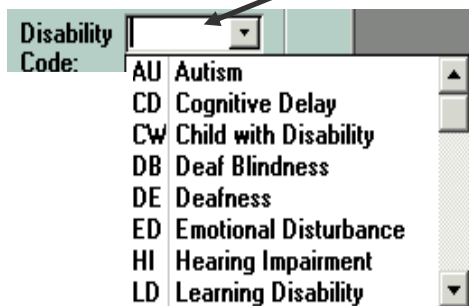
#### Length of Removal:

Enter the length of removal in school days (or part of a day) that the student was suspended in school by typing the number (enter partial day by decimal). Validation Check: This field cannot be left blank. See Page

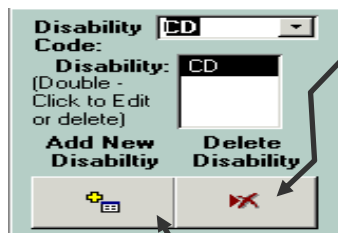
28 for more detail.



## Disability Code:



Enter all disability codes that apply either by typing the disability code letters or by selecting from the pull-down menu. Validation Check: Data collected on in-school suspensions applies to students with disabilities only; therefore, this field cannot be left blank. Enter all that apply. See Page 28 for a more detailed list of disability codes.



To delete an already existing disability code, double click on the code in the white screen to bring it up, and then click the Delete Disability button.

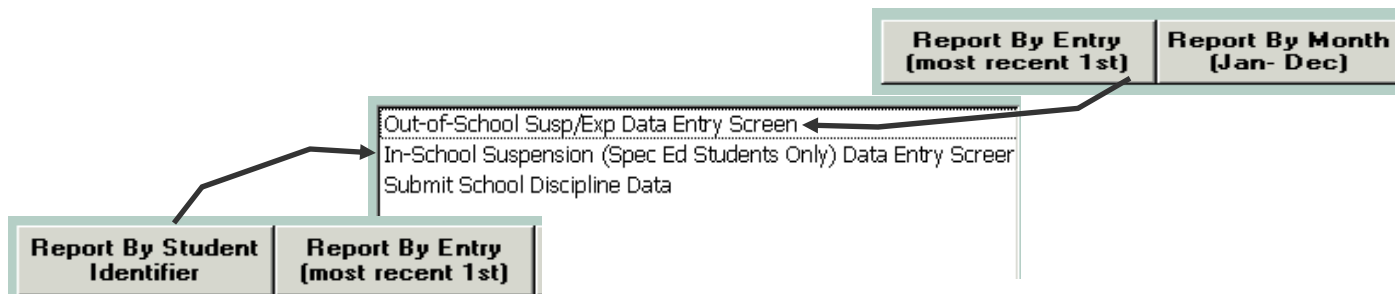
To add an additional disability code, click the Add Disability button.

When all Disability Codes have been entered, the in-school suspension record for the student is complete. At this point, you may either click the Add New Student button to add another student or press the Exit button to exit this screen.

## Reports

The reports showing current data may be accessed at any time through buttons on the bottom of the data entry screens (both in-school and out-of-school) or through the Reports button on the main menu. Be sure to print a report of your completed in-school suspension and incidents of out-of-school suspensions/expulsions or nonstudent incidents for your records.

### Reports from the Data Entry Screens:



There are two different sets of reports that can be printed from each of the data entry screens (Out-of-School Susp/Exp Data Entry Screen and In-School Suspension (Spec Ed Students Only) Data Entry Screen).

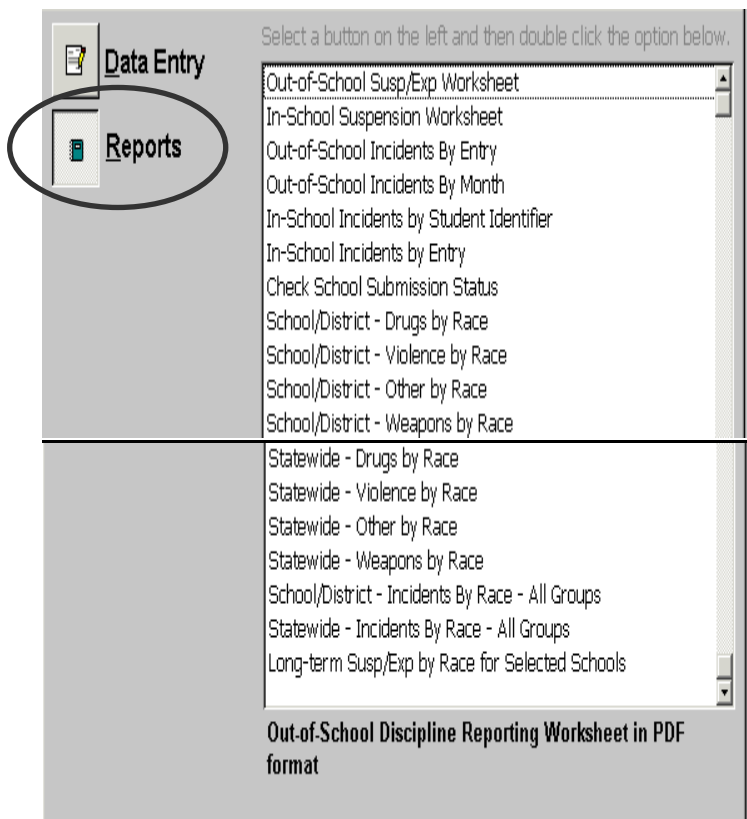
Out-of-School Susp/Exp Data Entry Screen provides a Report by Entry that lists the incidents by sequence in which they were entered into the application and a Report by Month that lists the incidents by the month in which they occurred. Both reports provide the same data but are formatted differently.

The In-School Suspension (Spec Ed Students Only) Data Entry Screen provides a Report by Student Identifier that lists the incidents in numerical order by student identifier and a Report by Entry that lists the incidents by sequence in which they were entered into the application. Both reports provide the same data, just are formatted differently.



These same reports can also be found under the Reports button on the Main Menu (see below).

**Reports from the Main Menu Screen:** Click the Reports button to bring up a list of reports that are available through this application. Single click a report to view a description of the report below the screen or double click the report to pull it up.



Out-of-School Susp/Exp Worksheet Log and In-School Suspension Worksheet Log -Blank log forms to use as worksheets.

Out-of-School Incidents by Entry and Out-of-School Incidents by Month – Reports of Out-of-School Susp/Exp incidents reported for the current year by the order that the incidents are entered into the application (Entry) and by the month in which the incidents occur (Month). Both reports provide the same data, just formatted differently. Same reports may be accessed from the data entry screen.

In-School Incidents by Student Identifier And In-School Incidents by Entry – Reports Of In-School Suspensions reported for the current year in numerical order by the student identifier and by the order that the incidents are entered into the application (Entry). Both reports provide the same data, just formatted differently. Same reports may be accessed from the data entry screen.

Check School Submission Status - A list of schools in the district and their submittal status for the current year. This report is only useful at the district level.

School/District - Drugs, Violence, Other, Weapons by Race - Reports of five years of district data on Out-of-School Suspensions/Expulsions by Category (Drugs, Violence, Other, Weapons) and Race. Category is determined by incident codes reported for each incident.

Statewide - Drugs, Violence, Other, Weapons by Race - Reports of five years of statewide data on Out-of-School Suspensions/Expulsions by Category (Drugs, Violence, Other, Weapons) and Race. Category is determined by incident codes reported for each incident.

School/District - Incidents by Race - All Groups - Report of five years district data on Out-of-School Suspensions/Expulsions by Race and Grouping. Groupings are: Disruptive Behavior, Felonies, Fighting, Offenses Against Persons, Offenses Against Property, Other Offenses, Substance Abuse, and Weapons.

Statewide - Incidents by Race - All Groups - Report of five years of statewide data on Out-of-School Suspensions/Expulsions by Race and Grouping. Groupings are: Disruptive Behavior, Felonies, Fighting, Offenses Against Persons, Offenses Against Property, Other Offenses, Substance Abuse, and Weapons.

Long-term Susp/Exp by Race for Selected Schools - Report of five years of data on Long-Term (over 10 days) Out-of-School Suspensions/Expulsions by Race for School Districts as a Whole On or Near Indian Reservations and School Districts as a Whole in Urban Settings.

## Printing a Report:

Reports may be printed directly from the report screen or may be saved as a PDF document to your C: drive and then printed. Saving the report as a PDF document gives you a permanent electronic copy of each report and if you've had difficulty printing in the past, you will find this a big time saver.

To print the report from the application, click on the Print icon.

To close the report, click the Close icon.

To save the report to your C: drive as a PDF document, click the PDF icon.

To minimize or maximize the report on the screen, click anywhere on the report with your mouse.

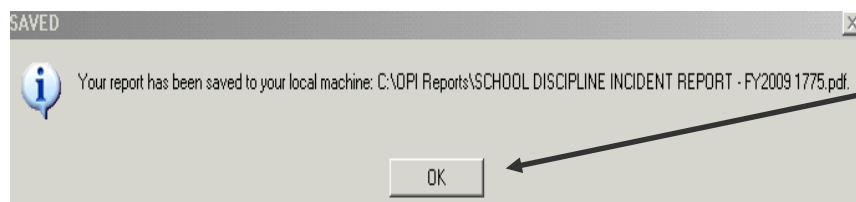
To scroll up and down the page, use the scroll bar on the right side of the screen.

**Top of the Screen (report)**

**Bottom of the Screen (report)**

To move from page to page in the report screen, use the right and left arrows in the bottom left corner of the screen.

**Save a Report as a PDF:** When you click the PDF icon at the top of the screen, the report will automatically be saved to a folder on your C: drive named "OPI Reports." The following message will pop up.



Click OK.

You can then open and print these PDF reports from your own computer without being logged in to IRIS.



You will see this message the first time you save to PDF.

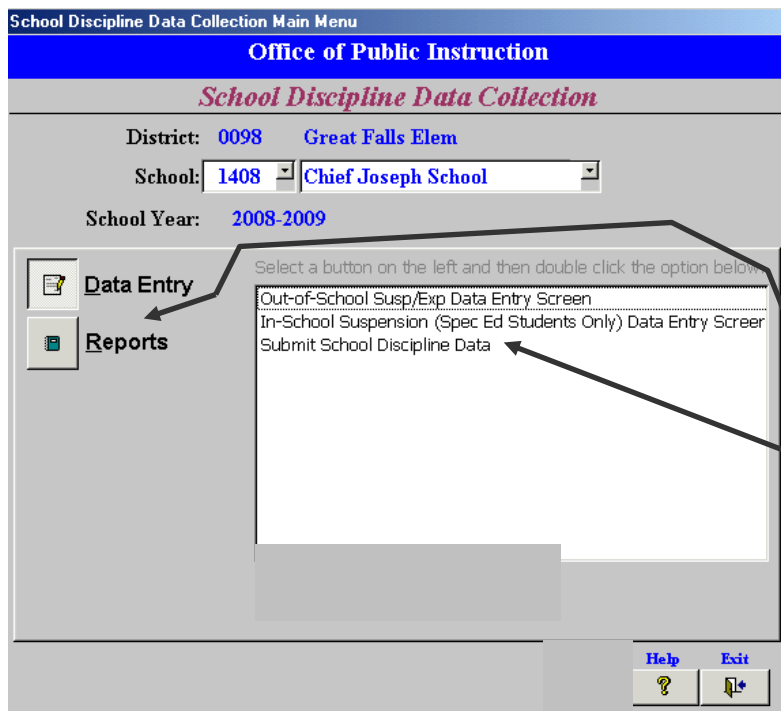
Choose Full Access for the first question and answer the second question however you prefer.

This gives the Citrix server the right to create a folder on your C: drive called "OPI Reports" where any PDF documents created by an OPI Citrix application will then be saved.

## Submit

The submit process is very important because it provides assurance that the data entered have been checked for accuracy and all data have been reported for the 2008-2009 school. It also indicates that the data entry process is complete.

The submit process should not be executed until ALL data have been entered and all schools are sure there will be no further incidents to report in the school year. Data may be entered any time during the reporting period; however, the application will not allow the submit process to be performed until after May 15, 2009.

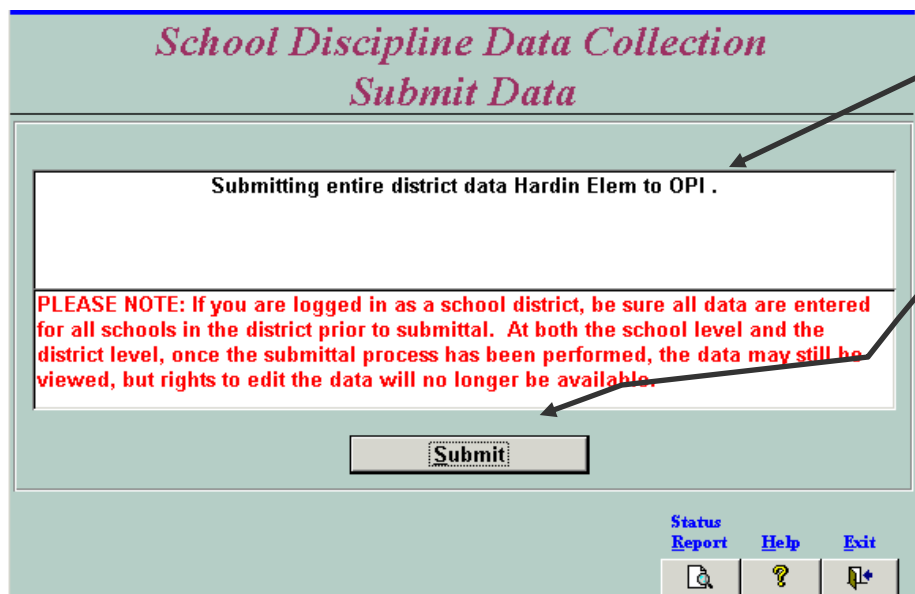


When a school performs the submit Process, the school will no longer have rights to add or edit data. Any errors must be corrected at the district level. When a district performs the submit process, the district will no longer have rights to add or edit data, and any errors must be corrected by the OPI.

At the Main Menu, select the Data Entry button.

Double click on the Submit School Discipline Data option.

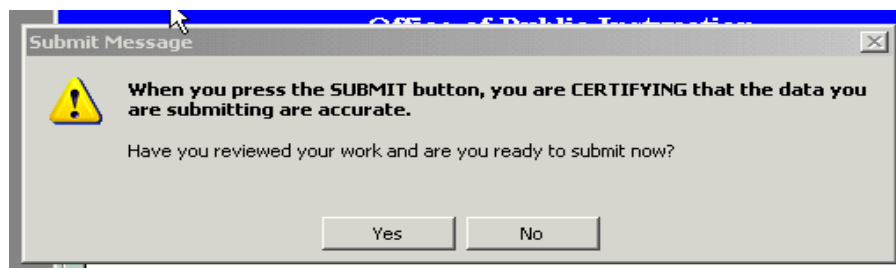
## Submit Screen:



This screen indicates that you are a school submitting your data to the district, or that you are a district submitting all school data to the OPI.

If you are sure the data you entered are complete and accurate, click the Submit button.

When you press the Submit button, this message will appear. It will remind you that you are certifying the accuracy of the data by performing the submit process. If you are sure the data are correct, click Yes.



The application will perform a validation check. If any errors are found, the application will not allow the data to be submitted until the errors are corrected. A validation report will appear that lists all errors. The errors must be corrected and the submittal process repeated.

Submit Work

Office of Public Instruction

*School Discipline Data Collection*

*Submit Data*

All Schools under Shepherd Elem have been submitted to OPI. Thank You!

PLEASE NOTE: If you are logged in as a school district, be sure all data are entered for all schools in the district prior to submittal. At both the school level and the district level, once the submittal process has been performed, the data may still be viewed, but rights to edit the data will no longer be available.

Submit

Status Report Help Exit

After the data have been successfully submitted, a message on the screen will indicate that the submittal was successful.

If you do not see a message similar to this, the submittal process is not complete.

After successful submittal, you can still access reports through the Reports button on the Main Menu. However, you will no longer have access to the data entry screen.

Use the Exit button to return to the Main Menu.

## Congratulations. You are Done!!!

If you have questions or problems, call:  
Marion Erp (406-444-1951) (E-mail: [merp@mt.gov](mailto:merp@mt.gov))  
Anne Rainey (406-444-5661) (E-mail: [ARainey@mt.gov](mailto:ARainey@mt.gov))

# Appendix A

## REPORTING DATA ELEMENTS FOR INCIDENTS OF OUT-OF SCHOOL SUSPENSIONS/EXPULSIONS OR INCIDENTS INVOLVING NONSTUDENTS

This section of the instructions describes the data requirements for each data element in the reporting process for incidents resulting in out-of-school suspension/expulsion or involving nonstudents. The sequence will follow the data elements in the electronic application.

If a district is unable to report data electronically, the district must contact the OPI for instructions (see contacts on page 1).

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### **Incident = an event that:**

- **results in an out-of-school suspension or expulsion of any length for an enrolled student or students, or**
  - **involves weapons, drugs or violence in which a nonstudent or students is involved.**
- 

**No Incidents To Report:** A completed report must be submitted for each school in each district in the state. If a school has no incidents of out-of-school suspensions/expulsions or incidents involving nonstudents, the school must indicate this by checking the "No incidents" box on the data entry screen in the electronic application or, if reporting by paper, by checking the "No incidents" box on the paper form and submit the report.

**NOTE:** Even if a school HAS incidents to report of in-school suspension for students with disabilities, but no out-of-school suspensions/expulsions, the school must still check the "No Incidents" box indicating no incidents out-of-school suspensions/expulsions or nonstudent incidents to report and submit the report.

## Data To Be Reported

### **Incident**

**Incident Month:** Enter the month in which the incident occurred.

**Incident Description:** This field is optional for the user. The intent is to provide the user with a field that is easily identifiable in the electronic application easier retrieval of the incident for reviewing, editing or deleting. Some examples that might be used for this field are initials of a student involved in the incident, or the type of incident - like "weapons."

**NOTE:** The application requires that the field be unique (for example, if there were two incidents in which the user wants to use the term "weapons" for this field, the user could enter "weapons" for one incident and "weapons1" for the following incident). If the field is left blank, the application assigns a unique incident number.

**Location Code:** Location indicates where the incident took place. Enter one location code that applies to the incident from the codes listed below.

- 100 On Campus:** The incident occurred on school property or in a school building.
- 200 Off Campus:** The incident occurred off school property.

### Incident/Victim

**Incident Code(s):** Incident codes describe the incident. There are four distinct incident categories – Drugs, Other, Violence, and Weapons. Choose one or more codes from as many categories as necessary to accurately describe the incident.

#### DRUGS

- 1000 Alcohol:** Violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or consumption of intoxicating alcoholic beverages or substances represented as alcohol. Suspicion of being under the influence of alcohol may be included if it results in disciplinary action.
- 1600 Drugs (Excluding Alcohol and Tobacco):** Unlawful use, cultivation, manufacture, distribution, sale, solicitation, purchase, possession, transportation, or importation of any controlled drug (e.g., Demerol, morphine) or narcotic substance.
- 3300 Tobacco:** Possession, use, distribution, or sale of tobacco products.

#### OTHER

- 1100 Arson:** Unlawful and intentional damage, or attempt to damage, any school or personal property by fire or incendiary device. Firecrackers, fireworks, and trash can fires are included in this category if they are contributing factors to a damaging fire.
- 1200 Attendance Policy Violation:** Violation of school district or school policy relating to attendance.
- 1400 Breaking and Entering/Burglary:** Unlawful entry or attempted entry into a building or other structure with the intent to commit a crime.
- 1500 Disorderly Conduct:** Any act that disrupts the orderly conduct of a school function; behavior that substantially disrupts the orderly learning environment.
- 2200 Insubordination (Disobedience):** Unwillingness to submit to authority, refusal to respond to a reasonable request, or other situations in which a student is disobedient.
- 2400 Obscene Behavior:** Language or actions, written, oral, physical, or electronic, in violation of community or school standards. Offenses could include displays of affection in violation of school policy, obscene written messages or electronic communication, obscene gestures or language/profanity.
- 2500 Physical Altercation, Minor:** Confrontation, tussle, or physical aggression that does not result in injury. Offenses could include pushing or shoving.
- 2900 Other Sexual Offenses (Lewd Behavior, Indecent Exposure):** Sexual intercourse, sexual contact, or other behavior intended to result in sexual gratification without force or threat of force. Code statutory rape here. **Note:** Consider age and developmentally appropriate behavior before using this category.
- 3100 Theft:** The unlawful taking of property belonging to another person without threat, violence or bodily harm. Electronic theft of data should be coded here.
- 3400 Trespassing:** To enter or remain on a public school campus or school board facility without authorization or invitation and with no lawful purpose for entry.
- 3500 Vandalism:** Willful destruction or defacement of school or personal property.

- 9000 Other Offenses (Forgery, Fraud, Bribery):** Any significant incident resulting in disciplinary action not classified previously. Offenses could include bribery, fraud, forgery, resisting arrest, gambling, extortion, or dealing in stolen property.

## **VIOLENCE**

- 1300 Aggravated Assault (Battery):** Touching or striking of another person against his or her will or intentionally causing bodily harm to an individual. This category should be used when the attack is serious enough to warrant calling the police or security or when serious bodily harm occurs. Examples: Striking that causes bleeding, broken nose; kicking while a student is down.
- 1700 Fighting (Mutual Altercation):** Mutual participation in an incident involving physical violence where there is no major injury.
- 1800 Harassment, Bullying, Intimidation (Nonsexual):** Repeatedly annoying or attacking a student or group of students or other personnel, which creates an intimidating or hostile educational or work environment. Examples: bullying or hazing.
- 2000 Homicide:** Killing a human being.
- 2300 Kidnapping:** Unlawful seizure, transportation, and/or detention of a person against his/her will, or of a minor without the consent of his/her custodial parent(s) or legal guardian. This category includes hostage-taking.
- 2600 Robbery (Involves Physical Harm):** The taking of, or attempting to take, anything of value that is owned by another person or organization under confrontational circumstances by force or threat of force or violence and/or by putting the victim in fear. A key difference between robbery and theft is that the threat of physical harm or actual physical harm is involved in a robbery. (Use code 3100, Theft, when NO threat, violence or bodily harm takes place.)
- 2700 School Threat (of Destruction or Harm):** Any threat (verbal, written, or electronic) by a person to bomb or use other substances or devices for the purpose of exploding, burning, causing damage to a school building or school property, or to harm students or staff. Example: bomb threat.
- 2800 Sexual Battery:** Oral, anal, or vaginal penetration forcibly or against the person's will or where the victim is incapable of giving consent. Includes rape, fondling, indecent liberties, child molestation, and sodomy.
- 3200 Threat/Intimidation:** Physical, verbal, written, or electronic action toward an individual that immediately creates fear or harm without displaying a weapon and without subjecting the victim to actual physical attack.

## **WEAPONS**

- 11 Handgun:** The weapon involved is a handgun or pistol.
- 12 Shotgun/Rifle:** The weapon involved is a shotgun or rifle.
- 13 Other Firearms:** The weapon involved is another type of firearm not named above, including zip guns, starter guns, and flare guns. As defined by the Gun-Free Schools Act, other firearms include:
- Any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of any explosive;
  - The frame or receiver of any weapon described above;
  - Any firearm muffler or firearm silencer; and
  - Any destructive device, which includes:
    - Any explosive, incendiary (e.g., bomb, grenade), or poison gas;
    - Any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter; and
    - Any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled.



**20 Knife, Blade 2.5" or Greater:** The weapon involved is a knife with a blade of **at least** 2.5 inches in length or **greater than** 2.5 inches in length. (NOTE: This definition is used for the purpose of federal reporting. Montana Code (45-8-361(5)(b), MCA) defines a weapon to include a knife with a blade 4 or more inches in length.)

**96 Dangerous Weapon:** A weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, except that such a term does not include a pocket knife with a blade of less than 2 ½ inches in length. [Source: 18 U.S.C. §930(g)(2)]

If the weapon involved is a knife with a blade of 2 ½ inches in length or greater, report the incident under the Knife code (20) above.

**97 Other Weapons:** The incident involved a weapon other than those described above.

**Victim Code(s):** The victim code captures specific information regarding any individuals who were victimized by the incident (see definition below). A perpetrator cannot be a victim. At least one victim code must be reported. Enter ALL victim codes that apply from the list below. If there are no victims, enter code 700 (None). If code 700 is used, no other victim codes may be entered.

**Definition of Victim:** For purposes of reporting school discipline data, a victim is defined as an individual who suffers physical or emotional injury, loss, or death because of a voluntary act by another person. Although a large population within a school may be inconvenienced by an action such as a bomb threat or lock down, students are not considered victims unless an action affects them personally in a substantial and negative way.

**100 Student:** The victim is an individual who is enrolled in an instructional program in the reporting school at the time the incident occurred.

**200 School Personnel:** The victim is employed at the reporting school at the time the incident occurred.

**500 Other:** The victim can't be identified in any of the listed categories for victims.

**600 Non-school Personnel:** The victim is an individual who does not attend or work for the school (e.g., parent, community member, volunteer).

**700 None:** Use this code for incidents where no individual has been victimized.

**# Of Victims:** Enter the number of victims for each victim code (see above) entered. If the victim code is code 700 (None), then enter nothing for this field (a zero will be automatically entered).

### **Perpetrators**

Perpetrator refers to the student(s) or nonstudent(s) involved in an incident. For each incident there must be at least one perpetrator. If there were several perpetrators involved in an incident, each must be reported under the same incident and the information listed below must be completed for each perpetrator.

**Perpetrator Identifier:** This field must be completed for all perpetrators. The perpetrator identifier is assigned by the user and is unique to a particular perpetrator at a particular school. The unique identifier is the student's 9-digit state ID from the AIM system.

**NOTE:** If a perpetrator is involved in any additional incidents, the same identifier ("perpetrator identifier" for out-of-school suspensions/ expulsions or "student identifier" for in-school suspensions) must be used for each additional incident for that perpetrator/student. Remember, in-school suspensions are reported for students with disabilities only (see page 29 for a description of data elements for in-school suspensions).

**Perpetrator Code:** The perpetrator code identifies specific information about the type of perpetrator. Only one perpetrator code may be entered from the list below. If the perpetrator is a nonstudent or unknown, no further data are required.

- 100 Student:** The perpetrator is an individual who is enrolled in an instructional program in the reporting school at the time the incident occurred.
- 640 Nonstudent:** The perpetrator is a nonstudent (e.g., dropout, teacher, student from another school).
- 999 Unknown:** The perpetrator is unknown.

**Gender Code** - If the perpetrator is an enrolled student in the school, the gender field must be entered.

M = Male  
F = Female

**Race/Ethnicity Code:** This code identifies the race or ethnicity of the perpetrator who is an enrolled student. Select one race/ethnicity code from the list below. If the race or ethnicity of the student is not found in the student record, use the code that most clearly reflects the student's recognition in his or her community or with which the student most identifies.

- 01 American Indian or Alaskan Native:** Any individual a) who is a member of a tribe, band, or other organized group of Indians, including those tribes, bands, or groups terminated since 1940, and those recognized by the state in which they reside, or who is a descendant, in the first or second degree\*, of such members, or b) is considered by the Secretary of the Interior, Bureau of Indian Affairs or Indian Health Service, to be an Indian for any purpose, or (c) is an Eskimo or Aleut or other Alaskan native.
- \*First degree refers to parents and second degree refers to grandparents.
- 02 Asian:** A person having origins of any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinents. This area includes, for example, China, India, Japan, and Korea.
- 03 Hispanic:** A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
- 04 Black (not Hispanic):** A person having origins in any of the black racial groups of Africa.
- 05 White (not Hispanic):** A person having origins in any of the original peoples of Europe, North Africa or the Middle East.
- 06 Native Hawaiian/Pacific Islander:** A person having origins in any of the original peoples of Hawaii or the Pacific Islands. This area includes, for example, Guam, the Philippine Islands, Samoa, and Tahiti.

**Grade Level:** If the perpetrator is an enrolled student in the school, the grade level must be entered.

**Action Code:** This code will define the action taken by the school district for each perpetrator reported under an incident who is an enrolled student in a school in the district. See definitions for Suspension and Expulsion below. Select one action code from the list below.

**Definition of Expulsion:** Montana Statute 20-5-202, MCA: Expulsion is a disciplinary action available only to the school district board of trustees ... . The board of trustees must adopt a policy defining the circumstances and procedures by which the trustees may expel a student. The trustees of a district must adopt a policy for the expulsion of a student who is determined to have brought a firearm to school for not less than one year. However, the trustees may authorize the school administration to modify the requirement of expulsion of a student on a case-by-case basis.

**Definition of Suspension:** Montana Statute 20-4-302(5), MCA: In a district employing neither a district superintendent nor a principal, the teacher has the authority to suspend a pupil for good cause. And, when either a district superintendent or a school principal is employed, only the superintendent or principal has the authority to suspend a pupil for good cause.

Montana Statute 20-5-202(1), MCA: The trustees of a district must adopt a policy defining the authority and procedure to be used by a teacher, superintendent, or principal in suspending a student.

Montana Statute 20-5-202(3): A teacher, superintendent or principal must suspend immediately for good cause a student who is determined to have brought a firearm to school (until the board of trustees can act on the expulsion).

- 250    Expulsion, placed in interim alternative educational setting (referral by school personnel):** The student is expelled by an action of the school board of trustees from his/her current educational setting and placed in an interim alternative educational setting to continue receiving educational services for the duration of the expulsion. For a student with disabilities this would be an appropriate interim alternative educational setting where the student continues to participate in the general education curriculum, in another setting, and continues to progress toward meeting the IEP goals. The length of removal shall also include the school days the student was suspended pending board action to expel.
- 260    Expulsion, without services:** The student is expelled by an action of the school board of trustees from all school settings for the duration of the expulsion, with total cessation of educational services. The length of removal shall include the school days the student was suspended pending board action to expel.
- 400    Suspension, out-of-school, placed in interim alternative educational setting (referral by school personnel):** The student is removed from his/her current educational setting in accordance with school district suspension policy and placed in an interim alternative educational setting to continue receiving educational services for the duration of the suspension. For a student with disabilities this would be an appropriate interim alternative educational setting where the student continues to participate in the general education curriculum, in another setting, and to progress toward meeting the IEP goals.
- 410    Suspension, out-of-school, without services:** The student is removed from his/her current educational setting in accordance with school district suspension policy and from all school settings for the duration of the suspension during which the student does not receive educational services.

**Length of Removal:** Enter the length of the out-of-school suspension or expulsion, in school days, for each perpetrator who is an enrolled student. Partial days are reported as a decimal. A student who has been expelled for a "full year" will be expelled for at least 180 school days (the total number of days a school is in session in one year). **NOTE:** If a student is suspended until an expulsion hearing can be held and then the student is expelled, the action code shall reflect "expulsion" with or without services (action code 250 or 260) and the length of removal shall reflect the total number of school days suspended and expelled.

**Expulsion/Suspension - Full Year/Shortened:** If an incident is reported with a code that indicates a firearm was involved (code 11 [handgun], 12 [shotgun/rifle], or 13 [other firearms]), then (based on the federal and state Gun-Free Schools laws) information must be provided on whether the required removal was for a full year or shortened to less than a full year. Either Full Year or Shortened must be checked if the incident involves a firearm and the perpetrator is an enrolled student.

Montana law requires that school districts have a policy in place for the expulsion of a student who is determined to have brought a firearm to school, and that the expulsion must be for a period of not less than one calendar year unless the trustees modify the requirement for expulsion on a case-by-case basis (20-5-202, MCA).

**Program Status Code:** This code defines whether the student is regular education or special education (receiving special education and related services in accordance with the Individuals with Disabilities Education Act [IDEA]), and if the student has a Section 504 plan and/or is limited English proficient. See definitions below.

**Regular Education:** The student is receiving education services in the regular education program.

**Special Education:** The student is a student with disabilities who qualifies for special education and related services under the Individuals with Disabilities Education Act (IDEA) and is receiving those services in accordance with an Individualized Education Program (IEP).

**Section 504 Plan:** A plan developed to provide services and/or accommodations/modifications to a regular education student so that he/she may benefit from the education process. Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against individuals with disabilities, including students, parents and staff members. Section 504 covers all students who are defined as having any physical or mental impairment that substantially limits one or more major life activities, including, but not limited to, learning.

**Limited English Proficient:** Applied to a student who is aged 3 through 21, is enrolled or preparing to enroll in an elementary or secondary school, and:

- a) who was not born in the United States or whose native language is a language other than English;
- b) who is American Indian or Alaskan Native, or a native of the outlying areas; and who comes from an environment where a language other than English has had a significant impact on the individual's level of English language proficiency; or
- c) who is migratory, whose native language is a language other than English, and who comes from an environment where a language other than English is dominant; and whose difficulties in speaking, reading, writing, or understanding the English language may be sufficient to deny the individual the ability to meet the state's proficient level of achievement on state assessments; the ability to successfully achieve in classrooms where the language of instruction is English; or the opportunity to participate fully in our society.

Choose one program status code from the codes listed below:

Code	Program Status
11	Regular Education
11A	Reg Ed - Section 504 Plan
11B	Reg Ed - Limited English Proficient
12	Special Education
12B	Sp Ed - Limited English Proficient

**Note:** A student who is eligible for special education and related services under IDEA will not have a Section 504 plan. Any accommodations necessary will be written into the student's IEP under IDEA

**Disability Code(s):** For any perpetrator who is a student and is coded as special education in the program status field (code 12 or 12B, see above), a disability code or codes must be entered for all disabilities the student qualifies under. See list at right.

Code	Disability	Code	Disability
AU	Autism	HI	Hearing Impairment
CW	Child with Disability	LD	Learning Disability
CD	Cognitive Delay	OH	Other Health Impairment
DB	Deaf Blindness	OI	Orthopedic Impairment
DE	Deafness	SL	Speech/Language Imp
DD	Developmental Delay	TB	Traumatic Brain Injury
ED	Emotionally Disturbed	VI	Visual Impairment

## Appendix B

### REPORTING DATA ELEMENTS FOR INCIDENTS OF IN-SCHOOL SUSPENSIONS FOR STUDENTS WITH DISABILITIES

This section of the instructions describes the data requirements for each data element in the process for reporting incidents of in-school suspensions for students with disabilities. If a school district is unable to report data electronically, the district must contact the OPI for instructions (see contacts on page 1).

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#### **In-School Suspension is defined as:**

Instance in which a child is temporarily removed from his/her regular classroom(s) for disciplinary purposes but remains under the direct supervision of school personnel. Direct supervision means school personnel are physically in the same location as students under their supervision. **In this data collection, incidents of in-school suspension are reported only for students with disabilities.**

---

**No Incidents To Report:** If a school has no incidents of in-school suspensions to report for students with disabilities, this section of the data collection may be ignored.

**NOTE:** If a school HAS incidents to report of in-school suspension for students with disabilities, BUT HAS NO incidents of out-of-school suspensions/expulsions or nonstudent incidents to report, the school must still check the "No Incidents" box on the out-of-school susp/exp data entry screen.

### Data To Be Reported

**Student Identifier:** This field must be completed for all students with disabilities who have been reported with in-school suspensions. The student identifier is assigned by the user and is unique to a particular student at a particular school. The identifier is the student's 9-digit state ID from the AIM system.

**NOTE:** If a student is involved in any additional incidents, the same identifier ("perpetrator identifier" for out-of-school suspensions/expulsions or "student identifier" for in-school suspensions) must be used for each additional incident for that perpetrator/student.

**Gender Code** - If the perpetrator is an enrolled student in the school, the gender field must be entered.

M = Male  
F = Female

**Race/Ethnicity Code:** This code identifies the race or ethnicity of the perpetrator who is an enrolled student. Select one race/ethnicity code from the list below. If the race or ethnicity of the student is not found in the student record, use the code that most clearly reflects the student's recognition in his or her community or with which the student most identifies.

- 01 American Indian or Alaskan Native:** Any individual a) who is a member of a tribe, band, or other organized group of Indians, including those tribes, bands, or groups terminated since 1940, and those recognized by the state in which they reside, or who is a descendant, in the first or second degree\*, of such members, or b) is considered by the Secretary of the Interior, Bureau of Indian Affairs or Indian Health Service, to be an Indian for any purpose, or (c) is an Eskimo or Aleut or other Alaskan native.

\*First degree refers to parents and second degree refers to grandparents.

- 02 Asian:** A person having origins of any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinents. This area includes, for example, China, India, Japan, and Korea.
- 03 Hispanic:** A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
- 04 Black (not Hispanic):** A person having origins in any of the black racial groups of Africa.
- 05 White (not Hispanic):** A person having origins in any of the original peoples of Europe, North Africa or the Middle East.
- 06 Native Hawaiian/Pacific Islander:** A person having origins in any of the original peoples of Hawaii or the Pacific Islands. This area includes, for example, Guam, the Philippine Islands, Samoa, and Tahiti.

**Grade Level:** If the perpetrator is an enrolled student in the school, the grade level must be entered.

**LEP (Limited English Proficient) Status:** If a student is determined to be limited English proficient, this box must be checked. Definition for LEP is:

**Limited English Proficient:** Applied to a student who is aged 3 through 21, is enrolled or preparing to enroll in an elementary or secondary school, and:

- a) who was not born in the United States or whose native language is a language other than English;
- b) who is American Indian or Alaskan Native, or a native of the outlying areas; and who comes from an environment where a language other than English has had a significant impact on the individual's level of English language proficiency; or
- c) who is migratory, whose native language is a language other than English, and who comes from an environment where a language other than English is dominant; and whose difficulties in speaking, reading, writing, or understanding the English language may be sufficient to deny the individual the ability to meet the state's proficient level of achievement on state assessments; the ability to successfully achieve in classrooms where the language of instruction is English; or the opportunity to participate fully in our society.

**Length of Removal:** The length of the in-school suspension must be entered in **school day(s) or fraction of a day**. An example is a student who is removed for 1 period that is 50 minutes of a 6-hour day. The length of the in-school suspension is .14 (6 hrs = 360 minutes; 1 period = 50 minutes; 50 minutes / 360 minutes = .14 of the day).

**Disability Code(s):** In-school suspensions are reported for students with disabilities only. A disability code or codes must be entered for all disabilities the student qualifies under.

Code	Disability	Code	Disability
AU	Autism	HI	Hearing Impairment
CW	Child with Disability	LD	Learning Disability
CD	Cognitive Delay	OH	Other Health Impairment
DB	Deaf Blindness	OI	Orthopedic Impairment
DD	Developmental Delay	SL	Speech/Language Imp
DE	Deafness	TB	Traumatic Brain Injury
ED	Emotionally Disturbed	VI	Visual Impairment

## Appendix C

### Required Federal Reports

This is the list of federal reports that require the data collected in the School Discipline Data Collection application. **(Pay particular attention to Unsafe School Choice Option - this may affect your school personally.)**

ESEA, Title XIV, Part F – Gun-Free Schools Act (GFSA) – The GFSA requires the state education agency to provide data annually to the U.S. Department of Education to ensure the implementation of the Act. Data provided on students involved in firearms incidents satisfy this requirement.

ESEA, Title IV – Safe and Drug-Free Schools and Communities Act (SDFSCA) – The SDFSCA requires the state education agency to report data annually on incidents of prohibited behavior on school property, including information about those committing the offense and those victimized by the incident.

Individuals with Disabilities Education Act (IDEA), Part B, Annual Data Report – The state education agency is required to report data annually on students with disabilities who have been suspended or expelled for weapons or drugs violations, as well as unilaterally removed (suspended/ expelled) for more than 10 days, or a series of suspensions that totals more than 10 days during the school year reported. New requirements since 2007 include unilateral removal for serious bodily injury, total number of out-of-school suspensions/expulsions totaling less than 10 days and in-school suspensions for students with disabilities.

ESEA, Title IX – Unsafe School Choice Option (NCLB) – The U.S. Department of Education requires the state education agency to report annually on the number of schools identified as “persistently dangerous.” The following definition of “persistently dangerous” has been developed by the OPI in consultation with local education agencies and other interested parties:

“A Montana public elementary or secondary school is considered to be persistently dangerous if each of the following two conditions exist:

- 1) in each of three consecutive years, the school has a federal or state gun-free schools violation or a violent criminal offense has been committed on school property, and
- 2) in any two years within a three-year period, the school has experienced expulsions for drug, alcohol, weapons, or violence that exceed one of the following rates:
  - a. more than 5 expulsions for a school of less than 250 students,
  - b. more than 10 expulsions for a school of more than 250 students, but less than 1,000 students,
  - c. more than 15 expulsions for a school of more than 1,000 students.”

For OPI policy document on Persistently Dangerous Schools designation, go to the following link:

<http://www.opi.state.mt.us/pdf/safeschools/persistentlydangerous.pdf>

## Appendix D

### Frequently Asked Questions and Answers

The following questions and answers address problem areas that occurred with some frequency in the data that were reported in previous years. Please take the time to read through these questions and answers.

1. **Question:** Must a school submit a school discipline report if the school has no incidents to report?

**Answer:** Yes. A completed report form must be submitted for every school in the district. If a school has no incidents that resulted in out-of-school suspensions/expulsions or incidents involving nonstudents, the “No Incidents Reported” box on the Out-Of-School Susp/Exp data entry screen must be checked for that school. (No action is necessary on the In-School data entry screen if a school has no in-school suspensions to report for students with disabilities.)

2. **Question:** Can data for several schools in the district be reported under one school?

**Answer:** No. School Discipline Data must be reported under the school where the incident occurred or where the students involved in the incident attend school. If a school has no incidents that resulted in out-of-school suspension/expulsions or incidents involving nonstudents, the “No Incidents Reported” box on the Out-Of-School Susp/Exp data entry screen must be checked for that school. (No action is necessary on the In-School data entry screen if a school has no in-school suspensions to report for students with disabilities.)

3. **Question:** How would an incident of out-of-school suspension/expulsion be reported if the students involved each have different incident codes that pertain to them individually (example: two students rob the school office – one student carries a knife and the other student carries a gun)?

**Answer:** School discipline data reporting is incident driven. An incident is reported as one incident, even though you use several incident codes to describe the incident and there are several students involved. For instance, the above case should be reported as follows: there is one incident with several incident codes that apply – 2600 (robbery), 12 (shotgun/rifle) and 20 (knife); and under that one incident, there are two student perpetrators. Because a firearm is involved in the incident, the district’s firearm policies should be followed - that is, most likely the board of trustees will determine the action taken with the students involved in the incident. For purposes of data reporting, it is unnecessary to distinguish which student carried the rifle and which carried the knife. However, action codes (school action taken) for this incident may be different for each student and one student may be removed for a longer period of time than the other. Because both students are involved in a “firearms” incident, the school must report for each whether the removals are for a full year or have been shortened. The school district can use some discretion on whether to report separate incidents in certain cases, but the emphasis is on the incident and what/who was involved in that incident.

4. **Question:** How should an incident be reported if the student is suspended out-of-school for several days until the board of trustees can meet and then the student is expelled – should this be two incidents, one for the suspension and one for the expulsion?

**Answer:** The emphasis is on the incident and this is one incident, not two. The action code should reflect expulsion (which is the end result) and the number of days removed should include the total number of days, both suspended and expelled, for that incident.

5. **Question:** If a student is expelled until the end of the school year, must the number of days be reported?



**Answer:** Yes. The number of school days a student is removed is a required field if the perpetrator is a student. If a student is expelled for the remainder of the year the number of school days must be determined. A full year removal, for example, from November to November, is around 180 school days.

6. **Question:** Are there certain reporting requirements when a student has brought a firearm to school?

**Answer:** Yes. Firearm incidents (code 11 [handgun], 12 [shotgun/rifle], or 13 [other firearms]) may be reported with an action code that reflects an out-of-school expulsion or suspension. Montana Statute (20-5-202, MCA) requires that boards of trustees must have in place a policy for expelling a student for not less than one year if the student is determined to have brought a firearm to school, except that a school board may authorize the school administration to modify the requirement for expulsion of a student on a case-by-case basis. Remember that expulsion is a disciplinary action that is only available through the school district board of trustees, and there must be policies in place in the school district defining the circumstances and procedures for expulsion and suspension when a firearm is involved. If a firearm is involved, each student record must show if the suspension or expulsion for that student was for a full year or was modified to less than a full year (in the electronic application, the full year/modified year are automatically filled in based on the number of days of removal that has been entered; however, the reporting agency may override that setting).

7. **Question:** How should an incident be reported that involves two students, each one from a different school (for example, one student from the middle school and one student from the high school)?

**Answer:** Since each student involved in the incident attends a different school, the incident must be reported at each school to include the student information for the student who attends that school. This would result in two incidents being reported for what was essentially one incident; however, the data would correctly indicate students at each school, which could only be reported in this method.

8. **Question:** Should an incident be reported that involves a student on the last day of school in which the student would normally be suspended or expelled, but because it's the last day of school there is no action taken?

**Answer:** Yes. If a student commits a violation on the last day of school that would normally result in out-of-school suspension or expulsion, more than likely the student would be removed from the school for the remainder of that last day of school. The incident should be reported and the length of removal should reflect the portion of that last day of school for which the student is removed. It is important to report this incident, and using a portion of a day allows the incident to be reported.

9. **Question:** A student is involved in an incident that results in the student being expelled for a certain amount of time. The parents remove the student from school before the expulsion can be implemented. Should the incident be reported?

**Answer:** Yes. Even though the student was removed by the parents prior to implementation of the suspension/expulsion, this incident must still be reported along with the length of removal that would have been imposed if the student was still enrolled at the school.

10. **Question:** There is a bomb threat called in that prompts the evacuation of the entire school. Should the number of victims include every student and staff in the school?

**Answer:** No. The definition in the glossary for the term “victim” clarifies that a victim is an individual who suffers physical or emotional injury, loss or death because of a voluntary act by another person. This would not include the inconvenience experienced by students and staff because of the evacuation of a building. Unless there was an individual who was emotionally or physically injured during a bomb threat, there would be no victims reported.

- 11. Question:** If a school has several in-school suspensions of students with disabilities to report, but does not have any out-of-school suspensions or expulsions to report, must the "No Incidents Reported" on the Out-of-School Susp/Exp data entry screen still be checked?

**Answer:** Yes. A school that has no incidents of out-of-school suspensions/expulsions or incidents involving nonstudents must check the "No Incidents Reported" on the Out-of-School Susp/Exp data entry screen, whether the school also has in-school suspensions to report or not.

# Appendix E

## Citrix Setup

### Hardware and Software Requirements

#### IBM

The recommended system configuration to use Internet Explorer 7 is Microsoft Windows XP Service Pack 2 on a computer running with a Pentium IV 1 GHz processor and 512 megabytes (MB) of RAM.

Microprocessor	Pentium 233 MHz minimum; Pentium III as recommended for a web browser
Memory	256 MB of RAM minimum; 128 MB as recommended for a web browser
Video	VGA or SVGA as required for web browser (1)
Hard disk	At least 13 MB free disk space available as required for a web browser
Mouse	As required for web browser
Citrix Client	Required Installation – version 11.0 – Replaces all previous versions

#### Macintosh

Power Macintosh	G4 or greater
Memory	8mb of Ram as required for a web browser
Operating System	OS X 10.4 operating system
Video	Not applicable
Hard disk	40 GB hard drive
Mouse	As required for web browser
Citrix Client	None, Safari does not require a client, it uses Java.

**NOTE:** If SAFARI is used to access the application, the Citrix Client is not needed.

**NOTE:** A screen resolution of 1024 x 768 will provide you with the most efficient video resolution. A resolution of 640 x 480 will not provide you with a good working environment. To change your video resolution, right click anywhere on your desktop, go to Properties and select Settings. Move the slider bar under Screen Area until a resolution of 1024 x 768 is displayed. Click OK. You will be prompted to accept the new settings in the "Display Settings" dialog box. The monitor will blank and display the new settings under the "Monitor Settings" dialog box. If you do not click on the OK button at this point, your settings will be returned to normal after 15 seconds. If the video settings appear normal click OK and your monitor resolution will be reset.

### Logging In To IRIS

Access to the School Discipline Data Collection is through the OPI home page at <http://www.opi.mt.gov>.

If you experience difficulty getting to the OPI home page, please try to reach another site like [www.yahoo.com](http://www.yahoo.com) or [www.google.com](http://www.google.com). If you cannot reach either of these sites, your problem is likely with your local Internet provider. Please give them a call. If you find that you can reach other sites on the Internet, but cannot reach the OPI site, please call the OPI Help Desk at 406-444-0087.

At the OPI home page, <http://www.opi.mt.gov/>, click on the gray tab located at the top of the screen titled **IRIS**. This link will take you to the Internet Reporting and Information System Citrix Enterprise Portal.



The next screen you will see is the IRIS Citrix login screen.

Please note that the format of the Citrix screens may occasionally change. This means that the screens pictured in this manual may be slightly different than what is seen on the screen.

If you have problems following the instructions because of screen changes, please call the OPI Help Desk at 406-444-0087.

Log in using the district or school user name and password mailed by the OPI to district authorized representatives. Passwords are changed periodically, so if you encounter problems logging in, check with your superintendent to be sure the most current password is being used. If you still have problems, call the OPI Help Desk at 406-444-0087.

**If you have never used a Citrix application through our IRIS site, you must install the Citrix Client**

**Windows and Mac** users, click on Install Citrix Clients. Follow instructions below.

If you try to log in without the client software installed, you will get the message below. If you believe you have already installed the Citrix Client, but you are still having trouble, try reinstalling the Client - it doesn't hurt to reinstall over an already existing version. If you still can't get in, call the OPI Help Desk at 406-444-0087.

## Installing the Citrix Client for Windows



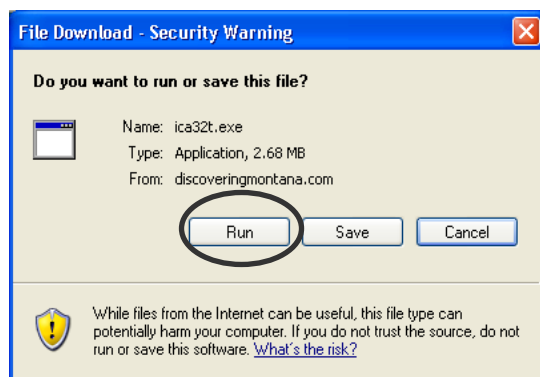
Windows Users: click on **Install Citrix Client**.



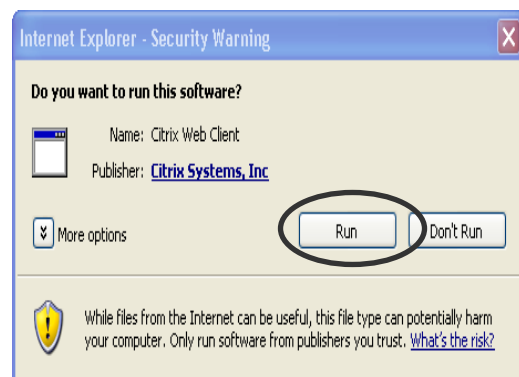
Windows Users: click on **Windows 2000/XP**.

Macintosh Users: it is recommended you use the Safari browser to connect to IRIS/Citrix as no client is necessary.

Due to differences in operating system versions, the dialog boxes you see may not match these screen shots exactly. However, the intent of each box is the same. Follow the process without worrying about the exact wording in the box. For example, you might see either of the two boxes below for your first step.



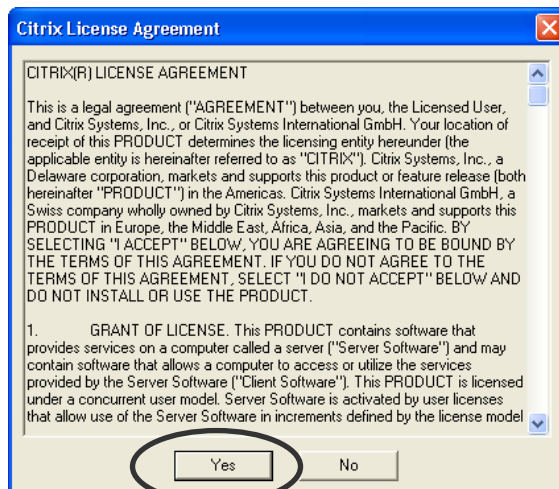
You want to Run or Open this file. Do not save it to disk.



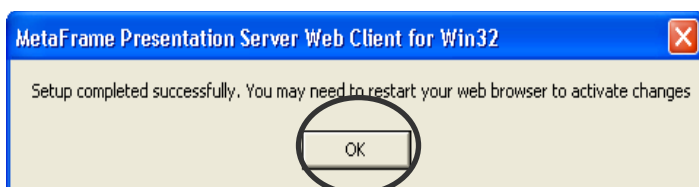
Next:



Choose Yes.

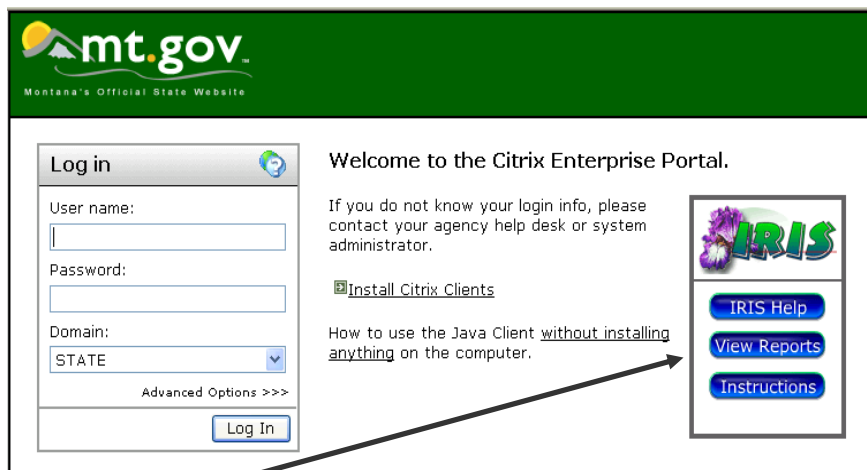


Choose Yes.



Choose OK.

## Logging In



Log in using the User Name and Password provided to you by the Office of Public Instruction. Leave the Domain at the default value. If you cannot find your User Name and Password call the OPI Help Desk at 406-444-0087.

Based on your User Name and Password, the program will limit your access to just those areas of concern to you and the data you need to enter.

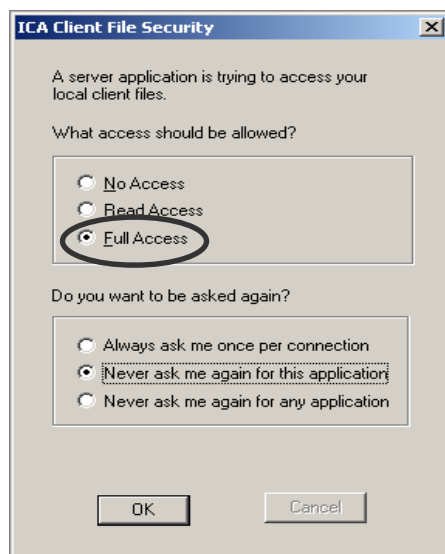
The three blue buttons on the left side of the screen will provide the following: **IRIS Help** - a link to the OPI Knowledge Database (a searchable list of frequently asked questions and answers); **View Reports** - a list of available reports on varied topics; **Instructions** - a list of OPI Citrix applications along with available resources (a link to the School Discipline Data Collection Web page can be found here).

## Citrix Enterprise Portal

The next screen you see will list all OPI applications you have access to based on your user name and password.



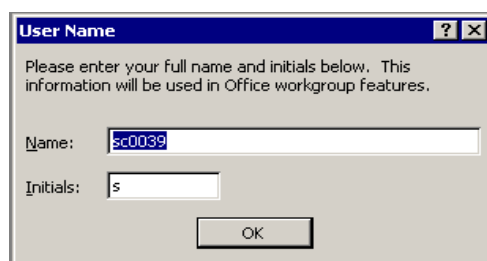
Click on the School Discipline Data Collection icon.



The first time you use any Citrix application, you may see this message.

Select Full Access. The purpose of this selection is to allow access to the Citrix client software that you have installed on your computer. *This also allows Citrix to create a folder on your C: drive and, with your permission, copy PDF files of your reports to this folder.*

Depending on whether you ever want to be bothered with this message box, choose any of the options under "Do you want to be asked again?" Click OK.



If you see this box, just click OK. Don't type anything in either field.